

**Arboretum Community Association
Homeowners Meeting, Arboretum Clubhouse
Tuesday, May 9, 2023**

MINUTES

The meeting was called to order at 7:00 p.m. by President Gretchen Koch. Board members present: Gretchen Koch, Kathleen Berry, Jerry Johnson, Ed Walenciak, and Mike Gray (remote). 17 residents were in attendance.

APPROVAL OF MINUTES: A motion to approve the Homeowners Meeting Minutes of April 11, 2023 was made and passed unanimously.

TREASURER'S REPORT: Kathleen Berry reported the following:

Linde Johnson completed an audit of the Arboretum finances for last year. All deposits and expenditures were accounted for. Linde had suggestions for Kathleen on process improvements to better document expenses and deposits, and to make all financial transactions start with the treasurer.

Monthly budget report:

Total Cash on hand: \$ 226,153

Capital Reserve

- Planned spend in 2023 (per approved Capital Budget): \$23,383
- April capital spend was \$5382 for clubhouse exterior repairs
- Spend year to date is \$5382.

Operating Expense

- Total expense budget for 2023: \$100,750
- Spend in April: \$16,998.55
- Total operating expense spend to date: \$53,500.91
- Large expenses in April – Insurance, legal

News:

In April, \$100,000 of capital reserves fund was moved to a Stifel high-yield savings account at a 4.5% APR. Operating Expense funds will remain at our current bank Truist, where we will be receiving a 4.25% APR in our money market account.

A motion to approve the Treasurer's report was made, seconded, and passed unanimously.

COMMITTEE REPORTS:

Caswell Beach Liaison:

Deborah Ahlers reported that work on the Joe Obrien pathway to the beach has begun. Work should take 3 weeks to complete, and the pathway will be closed on and off during the work. She also attended a NC DOT meeting at St James to discuss the state transportation plan for our area. She advised against

the plan's bike paths in Caswell Beach due to safety concerns, and against park and ride bus to beach in Caswell Beach due to the lack of restroom facilities at the beach site.

Bob Ahlers reported that the town will be doing a leaf and yard waste pickup May 22-24, the week before Memorial Day.

Building & Grounds: Mike Heilman reported

- Ran irrigation lines to the four pots added on the front entrance of the deck
- Repaired the tennis court backstop and then sanded and scraped it in preparation for painting. Jan and Linde primed and painted the backstop.
- Clubhouse maintenance:
 - Ran the weed whacker along the side of the building and around to the cooking area. Raked all the pine needles from around and inside the lean-to and the HVAC unit and leveled the platform (Jack Drum and Jack Cowling)
 - Glued a short elbow and extension to the main HVAC drain line that came out from the new cedar siding under the lean-to. Jack Drum identified that the water was dripping out of the straight pipe and running down the siding keeping it wet.
- Repaired multiple drip heads on three of the islands. Repaired a broken underground pipe on island 19 (Mike and Jack Cowling)
- Repaired the island sign that was broken on island 28
- Helped dig out a drain for the far side of the parking lot that was under about 3 inches of water
- Recruited a crew to trim up the picnic area and remove the tree on island 15. Bob Ahlers, Joe Berry, Jack Cowling, Willy Hahn, Doug Samuel, and Bill Sharber helped Mike trim and haul 6 – 8 loads out for disposal later, during the next town clean-up. They cut up and removed two metal tables and the old patio heater that didn't work, to an area the town maintains for metal recycling. They hauled the old plastic table out intending to power wash it and ended up cutting it up and disposing of it. Replaced it with a 2.5 x 6 ft folding resin table
- Bought a cover for the grill that was donated to the Arboretum by the Jeanne and Jack during the tag sale.

Beautification: Jerry reported from Pat Conklin:

Placed potted plants at the front of the clubhouse. Thanks to Mike Heilman for irrigation.

Landscaping: Joe Berry reported that Mowin landscaping is working on improving visibility at the intersections and islands.

Clubhouse: Sandy Berry reported that they painted the rocking chairs at the clubhouse that were donated by Sylvia and Gifford.

Pool & Spa: Doug Samuel reported that the health department wants drawings for the work being done to reopen the spa. Pool contractor can do hand drawings of the planned changes, but not engineering diagrams if the state requires those. There may be a high cost to get engineering diagrams that the state will certify. Doug has questions for the contractor on costs, and won't start work until we know the state will certify the fixes. Andrea Firth asked if the board has looked at closing the spa. Gretchen responded that the question has come up before, and the board would like to retain the spa as an amenity, unless the cost is too high.

Mike Gray questioned what the cost of permanently closing the spa will be, in case we need to take that action. Doug will contact the health department, to determine the actions that will need to be done.

Doug put a new first aid kit in the pool area. Another first aid kit was already in the kitchen area.

Doug reported that one of the skylights in the pool area has a leak. Estimates for replacement is \$2600 for the leaking one, or \$10,000 for all four. The clubhouse roof can also use replacement, and it would be cheaper to do the skylights and roof at the same time. The roof is currently scheduled for 2027 in the capital plan. Estimates will need to be requested for the roof work.

Reservations: Jan Sharber

Oak Island water rescue will be using the pool on May 13th, for their certification training. They will also be doing some training in the parking lot. They will be at the clubhouse until 1:00 PM.

Security: George Czerw reported that there are no issues.

Architectural Review: Peter Koch reported that approval was given for two roof replacements, one door painting, a screened in porch, and a deck addition.

Caswell Plantation: No report

Social Committee: Megan Heilman reported

- The "Tag"/garage sale was a success with five years' worth of stuff to sell. Sales resulted in \$3200 plus a small amount going into committee's petty cash.
- Committee meeting on 5/22 will discuss plans for spending the tag sale money, and plans for the deck party planned for Saturday June 3rd.
- Ocean Green is hosting the July 4th golf cart parade this year.

Welcome Committee: no report

OLD BUSINESS:

Pond Dredging update – Gretchen Koch reported that we have a Letter of Agreement with the golf course for access to their property when dredging the pond. The LOA was approved by the board. Gretchen and Denise Pacula, the contractor for our pond dredging, will meet with Gary Beecher from the Corp of Engineers to review our current plans, to make sure he is up to date with current plan.

Clubhouse painting

Contractor Tim Cost, who did the maintenance on the clubhouse exterior, submitted the lowest estimate for painting/staining the clubhouse exterior. One coat will be \$4500 and two coats will be \$8000. Two coats will provide the best protection of the exterior, so the board approved doing two coats. Two coats will also allow for a color change, so Kathleen will be forming a committee to determine a good color for the exterior. At the meeting, the following were suggested as committee members: Meghan Heilman, Sandy Berry, Jan Sharber, and Linde Johnson.

Wall Lights update – No new update; BEMC is ordering lower watt lights for the walls.

Bridge painting – Work is planned to sand and repaint the bridge. Estimates have been requested from Mocean, who did work on the arbor on island one, and from the Paculas. Jerry met with representative

from Mocean, and the representative noted that some beams on the bridge have rot and need repairs. They will provide an estimate in 2-3 weeks. The last work on the bridge structure was in 2011.

The access bridge also needs painting. Jan and Linde will be asked if they would be willing to do the work.

Restrictor Insurance Payment – Arboretum received a letter from Allstate that they settled the claim with the driver who hit the restrictor, and we will be getting back the deductible that our insurance company had subtracted from the claim payment we received.

NEW BUSINESS:

Nominations for the 2024 Board

Nominations for the 2024 Arboretum Board of Directors will be requested. Two positions are up for election, and at least three names are desired. Mike Gray will not be running again, and will handle the nomination process. Gretchen is planning on running again.

Maintenance of yard at 210 Narcissus

Mike Heilman noted that the yard at 210 Narcissus needs to be better maintained. The owner is currently not present in the neighborhood, so Gretchen offered to call the owner of the property to offer suggestions of a new lawn service or help finding a new property maintenance company.

MOTION TO ADJOURN: A motion to adjourn was made, and approved. Meeting adjourned at 7:58.

Next homeowners meeting will be Tuesday June 13th, 2023.